3/99 Pardhouse Conterior presentation / Ontario, CA

To create a data file for a merge,

- 1 Click Tools ▶ Merge ▶ Create Data.
- 2 If data exists in the current document window, click Use file in active window to make your current document a merge file; or, click New Document Window to start with a blank document; then click OK.
- 3 If you want to create a data table file, click Format records in a table.
- 4 Type the name of a <u>field</u>, then click Add, for each field in your data file. When you have added all the fields, click OK.
- 5 Type the data for each <u>record</u> in the Quick Data Entry text boxes, pressing Enter to move to the next field. When a record is complete, press Enter to start a new record.
- 6 To add a line to a field, press Ctrl+Enter.
- 7 Click any other options to add or delete fields and records, find data in a record, and to edit field names.
- 8 Click Close when you have finished entering the records you want.
- 9 Click Yes to save the data file.

Tips

- Instead of naming fields, you can number the fields. Leave the field name blank in the Name Fields dialog, then click OK.
- Using many fields gives you more flexibility. For example, having a Greeting field separate from the Name field lets you personalize merged documents with a familiar name.

Related Topics

⊌ About Data Files for Merges

121th swas



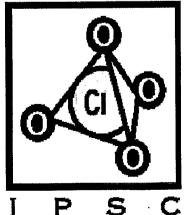
Stakeholder Involvement on Perchlorate Issues

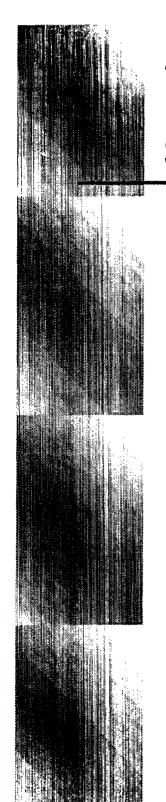
Catherine McCracken **U.S. Environmental Protection Agency** Region IX, Superfund Division Office of Community Involvement San Francisco, CA

Prepared for:

Perchlorate Conference Public Awareness Session March 19, 1999 - Ontario, CA





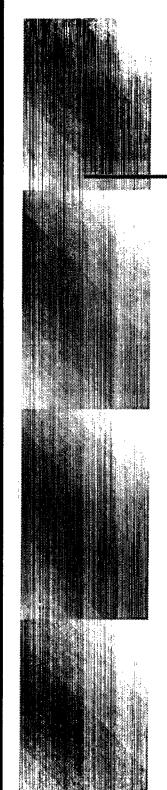


Additional Members IPSC Outreach and Communications Subcommittee

- ➤ Rachel Sakata, USEPA Office of Water Office of Ground Water and Drinking Water
- ▶ Paula Bruin, USEPA Region IX
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- ► Linda Tuxen, USEPA Office of Research and Development

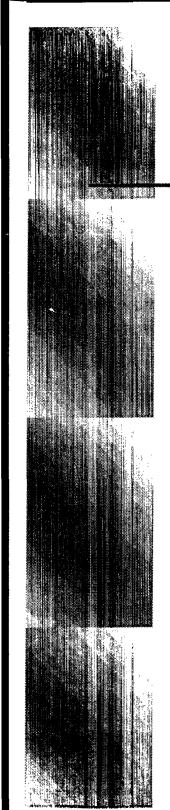
 National Center for Environmental Assessment
- Larry Glidewell, U.S. Air Force Command Public Affairs

Wright-Patterson Air Force Base



Thomas Jefferson (in a letter to William C. Jarvis, 1820)

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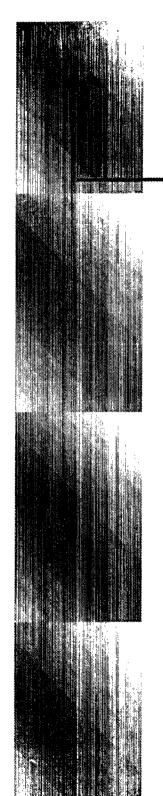


WHAT IS A STAKEHOLDER?

"...those who have a stake in EPA's decisions. It includes but is not limited to the following categories:

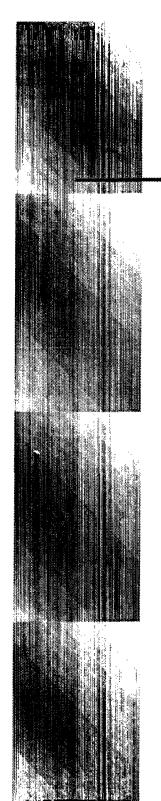
businesses, trade organizations, environmental organizations, consumer and health groups, recreational and educational groups, environmental justice groups, organized labor, federal, state and local governments, tribes and the general public."

(EPA Stakeholder Involvement Action Plan, 10/98 draft).



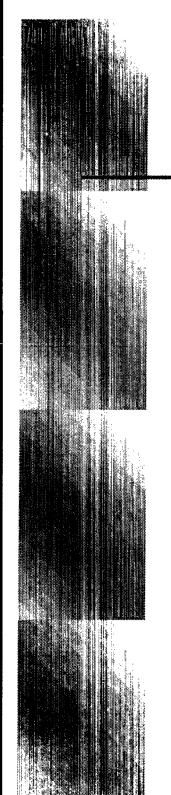
THREE LEVELS OF STAKEHOLDERS

- ► "CORE"
 - Representatives of affected groups
 - Decision-makers
 - Can affect implementation
- ► INTERESTED PARTIES
- ► GENERAL PUBLIC



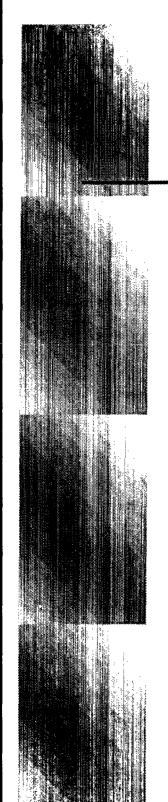
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- ► A very broad term referring to a wide spectrum of possibilities, often referred to as public participation, community involvement, community or public decision making, public issues education
- ► Key characteristics:
 - ► SI = a communication process
 - SI informs stakeholders about an issue/site
 - opportunities exist for stakeholders to be involved in decision-making



Presentation

- ► PURPOSE:
 - ► To provide information OR "Here's what we are doing...."
- ► FORMAT EXAMPLES:
 - ► Fact sheet*
 - ▶ Web site*
 - ► Press release
 - ► (*no feedback loop included)



Review & Comment

► PURPOSE:

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► FORMAT EXAMPLES:

- Open houses or meetings w/small group sessions or open discussion periods
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Advice & Consultation

► PURPOSE:

Provide information to receive advice on next steps or options that will meet stakeholders' needs

► FORMAT EXAMPLES:

- Formal advisory committee
- Multi-meeting involvement processes



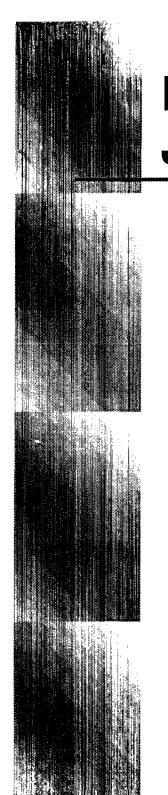
Negotiation & Consensus

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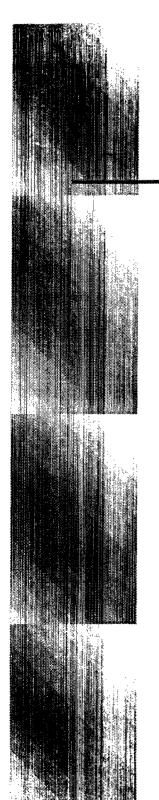
► FORMAT EXAMPLE:

► (Facilitated) multiple meetings w/consistent representative participation



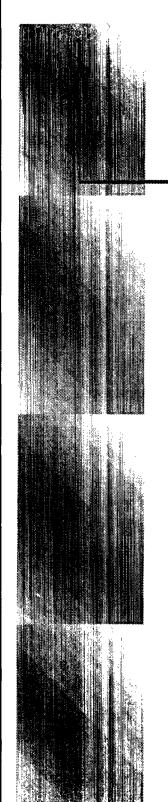
From Public Opinion to Public Judgment (Yankelovich)

- 1. Dawning Awareness
- 2. Greater Urgency
- 3. Discovering the Choices
- 4. Wishful Thinking
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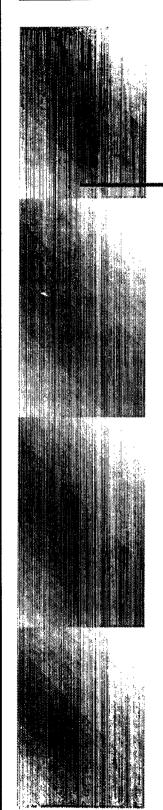
Perchlorate Issues (early 1998)

- Development of low-level detection method (April 1997)
- ► Lack of national survey of occurrence
- Uncertainties about:
 - validation of analytical method
 - efficacy of treatment technologies
- Limited toxicology database
- ► No existing data to evaluate effects on potentially susceptible populations or ecological systems



Perchlorate Issues Partial List of Stakeholders

- ► Individuals in confirmed occurrence areas
- ► Tribes along Colorado River/other areas
- ► Elected local, state, and federal officials
- Manufacturers past and present
- Local, state and federal regulatory agencies (public works, health and environmental quality)
- Water suppliers
- Citizen and environmental groups
- ► Media

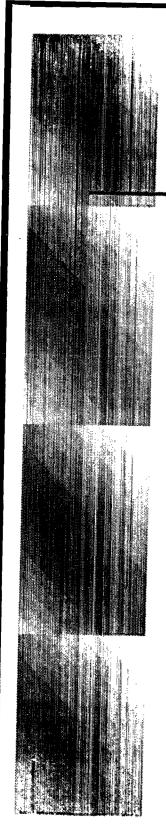


Perchlorate Issues

Stakeholders Forum (Henderson, NV)

- Early discussions:
 - 2 days of presentations
 - occurrence
 - ▶ toxicology
 - ecological assessment
 - analytical methods
 - treatment technologies

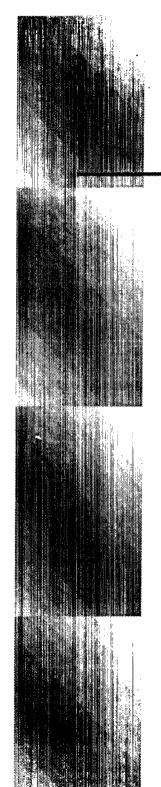
► 1/2 day for public session, questions and answers and discussion



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- ► Revised format:
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IPSC stakeholder involvement activities

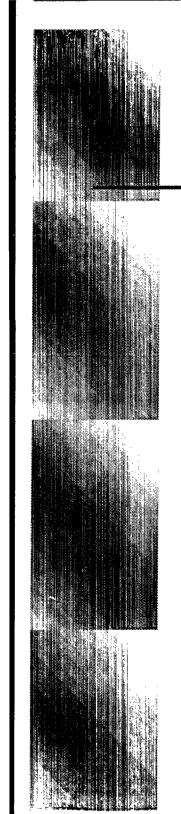
- ► Launched EPA Web site on perchlorate
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- Increased number of agencies on IPSC
- Stakeholder forums in Salt Lake City and Phoenix (8/98)
- ► Formation of Outreach & Communications subcommittee
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Lessons Learned

Stakeholders want to be involved *early* and *often* with issues that may impact them

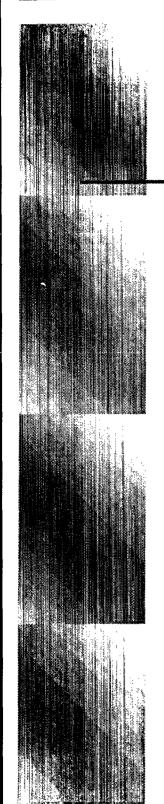
► Stakeholders have had an impact on the process and are willing to invest their resources

► Effective stakeholder involvement takes resources: staff, time, and money



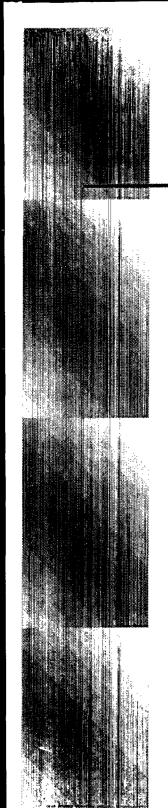
More Lessons Learned

- Creating a structure such as the IPSC can improve communication and coordination within/between agencies and stakeholders
- Partnership of the IPSC has resulted in a "fast track" for looking at hazard characterization for perchlorate
- ► There are still many issues related to perchlorate; one challenge is to keep stakeholders informed and involved as time goes by



IPSC Member Web Sites

- ► U.S. Environmental Protection Agency
 - www.epa.gov/ogwdw/ccl/perchlor/perchlo.html
 - www.epa.gov/ncea/perch.htm (12/98 ERD)
- ▶ U.S. Air Force
 - www.wpgate1.wpafb.af.mil
 - ► www.aleq.tyndall.af.mil
 - www.brooks.af.mil/HSC/AL/EQ/prod13.html
 - www.afcesa.af.mil/AFCESA/CE-Magazine-Fal/story21.htm
- ► California Department of Health Services
 - www.dhs.cahwnet.gov
- ► Arizona Department of Environmental Quality
 - ► www.adeq.state.az



Contact Information

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Stakeholder Involvement on Perchlorate Issues

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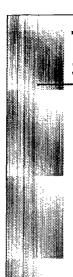
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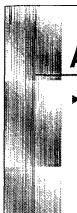
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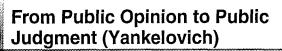
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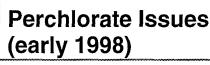


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- www.afcesa.af.mil/AFCESA/CE-Magazine-Fal/story21.htm
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